

Effective 31 January 2000

Surface Transportation

Management of Government-Owned Vehicles

For the Commander:

ROBERT E. GAYLORD
Colonel, GS
Chief of Staff

Official:

ROGER H. BALABAN
Director, Information Management

History. This UPDATE publishes a revised regulation which is effective 31 January 2000.

Summary. This regulation prescribes policies, responsibilities, and procedures for administration, utilization, maintenance, and related activities in the management of Government-owned vehicles assigned to all elements of this command.

Applicability. This regulation applies to all elements of this command. While many of the provisions apply to commanders and require implementation by them, many of the provisions ap-

ply to all military and civilian personnel of this command. Military personnel who violate provisions of this regulation are subject to disciplinary action under the Uniform Code of Military Justice and to adverse administrative actions. Civilian personnel who violate provisions of this regulation are subject to disciplinary action under applicable civil service laws and regulations. If any provisions of this regulation, not required by law, conflict with the terms of a collective bargaining agreement the collective bargaining agreement shall take precedence.

Proponent and exception authority. The proponent for this regulation is the Commander, United States Army Recruiting Support Brigade. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponent may delegate the approval authority, in writing, to the Executive Officer within the proponent agency in the grade of lieutenant colonel or the Director of the Logistics Support Center in the grade of GS-13.

Army management control process. This regulation contains management control provisions in accordance with AR 11-2 but does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. The proponent agency of this regulation is the U.S. Army Recruiting Support Brigade, Logistics Support Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to U.S. Army RS Bde (RCRS-LSC-ST), Fort Knox, KY 40121-2726.

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Chapter 1

General

1-1. Purpose

This regulation prescribes policies, responsibilities, and procedures for administration, utilization, maintenance, and related activities in the management of Government-owned vehicles (GOV) assigned to all elements of this command.

1-2. References

For required and related publications and blank forms see appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Basic policies and responsibilities

- a. Basic policies concerning the administration and operation of vehicles are established by AR 58-1, chapter 2.
- b. These policies are supplemented by this

*This regulation supersedes USAREC Regulation 56-1, 6 December 1994.

regulation to accommodate the United States Army Recruiting Command's (USAREC's) unique requirements.

c. The Director of Logistics Support Center, United States Army Recruiting Support Brigade (RS Bde), is responsible for the overall management of the USAREC nontactical vehicle fleet. These responsibilities include:

(1) Providing policy and guidelines concerning the operation, maintenance, and reporting of vehicle assets.

(2) Directing distribution of available vehicle assets based on commandwide requirements and priorities.

d. Recruiting brigade (Rctg Bde) and recruiting battalion (Rctg Bn) commanders are responsible for:

(1) Maximizing the efficiency and economy of vehicle operations, as well as maintenance and administration, by means of inspections and evaluations of current concepts, principles, and procedures.

(2) Executing responsibilities established by AR 58-1, paragraph 1-2.

(3) Developing and maintaining an effective GOV safety program (see USAREC Reg 385-2 and AR 385-55).

(4) Ensuring personnel at all levels adhere to this regulation.

e. Individual operator responsibilities are described throughout this regulation and AR 385-55.

Chapter 2 Inventory Management

2-1. Establishment of authorizations

a. Vehicle authorizations for USAREC activities are established in tables of distribution and allowances in accordance with the provisions of AR 71-32.

b. Authorizations for GOV will be limited to the minimum needed to provide essential motor vehicle transportation services under normal conditions.

c. Requests for changes to authorizations will be processed in accordance with the provisions of AR 71-32, USAREC Reg 570-1, and special instructions issued by Headquarters, United States Army Recruiting Command (HQ USAREC), Resource Management Directorate, Force Development Division.

d. Requests for changes to vehicle authorizations (quantity or type) are to be submitted using DA Form 4610-R (Equipment Changes in MTOE/TDA) or a memorandum.

e. HQ USAREC has established a basis of issue plan which establishes the authorization of vehicles by position.

f. General Services Administration (GSA) is only authorized to issue Class 1A (small), Class 1B (subcompact), and Class 2 (compact) sedans to USAREC. Congress controls type of vehicle authorizations.

g. GSA has delegated the authority to lease vehicles if GSA can't provide the vehicles we are authorized. However, before entering into a lease for a vehicle, Rctg Bns should notify the RS Bde (RCRS-LSC-ST) so that a nationwide search call can be done to try and locate a GSA vehicle.

Chapter 3

Operations

3-1. Official use

a. Section 1344, title 31, United States Code (31 USC 1344) restricts the use of GOV to "official purposes," essential for the successful completion of a Department of the Army (DA) function, action, or operation and consistent with the purpose for which the vehicle was acquired.

b. Determining whether any particular use satisfies the official purpose requirement is a decision to be made within the bounds of applicable laws and regulation. Important factors for the commander to consider are:

(1) Whether the proposed use of the GOV is essential to the successful completion of a DA function, action, or operation within USAREC when engaged in field recruiting work.

(2) Whether the primary benefit from use of a GOV accrues to the Government or the individual.

(3) Whether the proposed benefit is consistent with the purpose for which it is required.

c. The lowest level of command within USAREC that can make "Official Use" determination is the recruiting station (RS) commander.

d. All users of GOV will comply with applicable laws and regulations including federal, state, and local.

e. In order to minimize misuse of vehicles by command personnel, restrictions are:

(1) Vehicles will not be provided when the justification is based solely on reasons of rank, position, prestige, or personal convenience.

(2) Official motor vehicle transportation requirements do not include: Transportation to private social functions; personal errands or side trips for unofficial purposes; transportation of dependents or visitors without an accompanying official; or in support of non-Department of Defense activities unless specifically approved under the provisions of Army regulations.

(3) Government vehicles must not be used for transportation to or be parked at commissaries, post exchanges (including all concessions), bowling alleys, officer and noncommissioned officer clubs, or any nonappropriated fund activity unless personnel using the vehicles are on official Government business or temporary duty (TDY) travel.

(4) GOV will not be used to transport personnel over all or any part of the route between their domiciles and places of duty or employment unless specific prior authorization is received (see para 3-3).

(5) GOV will not be used to transport Army personnel and their family members to, from, or between U.S. Government facilities or commercial establishments for the purpose of conducting personal business or engaging in other activities of a personal nature. For example, vehicles will not be used to transport personnel or pick up or deliver any items or supplies that are required for any unofficial functions or activities such as office coffee funds, office luncheons, etc.

(6) GOV will not be used to offset a recruiter commuting to his or her duty station. An example is: The military member drives the GOV to an RS (other than his or her place of duty) in close proximity to their private residence. The GOV is then parked and the privately-owned vehicle (POV) picked up to complete the com-

mute home. In the morning the POV is driven to the RS and the GOV picked up to drive to their office. This is strictly forbidden. The GOV can't be used to offset personal commuting expenses.

(7) Penalties for misuse of GOV. The unauthorized or willful misuse of a GOV will be cause for disciplinary action as follows:

(a) Civilian personnel. Any employee of the Government who willfully uses or authorizes the use of any GOV (except for official purpose as authorized by 31 USC 1344, or otherwise violates 31 USC 1344) shall be suspended from duty, without compensation, for not less than 1 month, and shall be suspended for a longer period or summarily removed from office if circumstances warrant (section 1349(b), title 31, United States Code (31 USC 1349(b))).

(b) Military personnel. Military personnel who willfully use or authorize the use of any GOV (except for official purposes as authorized by 31 USC 1344) will be disciplined under the provisions of the Uniform Code of Military Justice (UCMJ) or other administrative action, as deemed appropriate.

(c) In accordance with DOD Dir 7200.11, financial liability shall be assessed against the members of the military and Army civilian employees when Government property including a motor vehicle is lost, damaged, or destroyed as a result of their negligence, willful misconduct, or deliberate unauthorized use or misuse. Depending on facts and circumstances, the criminal sanctions of section 641, title 18, United States Code may be applied to the misuse of a GOV. The statute provides for a fine or imprisonment for up to 10 years or both.

(8) Section 1301, title 31, United States Code (31 USC 1301) requires that funds only be expended for the purpose for which they are appropriated. Therefore, Regular Army (RA) personnel may not utilize United States Army Reserve (USAR) vehicles since Operation and Maintenance, Army Reserve (OMAR) funds are appropriated specifically for Reserve Component and cannot be used in support of RA activities.

(9) Personnel in receipt of TDY orders who are authorized to travel by GOV vehicles to and from the temporary location, may be authorized overnight retention of a GOV at their residence under certain circumstances:

(a) Overnight retention and next day departure from an individual's residence may be authorized where it has been determined that it is more cost effective to the Government.

(b) The basic consideration will be that the employee would have to travel a long distance to pick up the vehicle and then turn around and drive back in the same direction to the TDY site (see 25 Comp. Gen 844 (1946) and Comp. Gen B-210555.18 (1987)).

(c) Authorization will be in writing and must be approved by the Rctg Bde or Rctg Bn commander. Commanders are directed to establish an audit trail to document the specific circumstances of each request. Maintain strict administrative control for overnight assignment of GOV.

(10) When you rent a vehicle from a commercial source (e.g., Hertz, Budget, Avis, etc.), GOV provisions do not apply. The rental agreement constitutes a private agreement between the employee and the rental car company.

(11) Soldiers assigned to USAREC for com-

passionate reasons are authorized to drive GOV for official use upon meeting USAREC's driving requirements and the commander's approval.

(12) Personnel attending any Army Recruiting and Retention School course will not be allowed to take a GOV to the course.

(13) In cases of recruiters who are required to continually perform duties at a TDY station for extended periods, the use of a GOV for such travel is allowable on a case-by-case basis and must be approved by the Rctg Bde commander.

(a) Reimbursement of expenses is authorized for soldiers that are in a TDY status under the provisions of USAREC Reg 37-14.

(b) Travel determination will be made at the discretion of the Rctg Bde commander with consideration to the following:

1. The relative cost to the Government for mileage reimbursement for a POV use as compared to the cost of the GOV.

2. The availability and cost of scheduled commercial bus ground transportation.

(c) Reimbursement of expenses for soldiers not in a TDY status may in some instances be accomplished by completing SF 1164 (Claim for Reimbursement for Expenditures on Official Business).

3-2. Family support group volunteers

Family support group (FSG) volunteers may ride in GOV in support of the unit's FSG Program when all of the following circumstances exist:

a. The Rctg Bn commander determines that the use of the vehicle is for official purposes and that the failure to provide such support would have an adverse effect on soldiers' morale.

b. The vehicle is driven by a Government employee who is acting in his or her capacity as a Government employee and who possesses a required, valid, and current license to operate a vehicle.

c. The use of the vehicle can be provided without detriment to the accomplishment of the unit's needs.

d. The FSG volunteer has signed DA Form 4712-R (Volunteer Agreement) and has been given a written job description, which notes the specific volunteer duties that will be performed while using a GOV. DA Form 5671-R (Parental Permission Form) is required when accepting volunteer services from unmarried family members under age 18. These forms should be signed by the Rctg Bn commander as the accepting official or by the recruiting company (Rctg Co) commander when written delegation is given by the Rctg Bn commander.

(1) In reference to transportation of FSG volunteers, official purposes include providing services, attending planning meetings and conferences, and serving as a consultant.

(2) Providing transportation support for FSG volunteers will not be used as justification to request additional vehicles.

3-3. Domicile-to-duty (official use of transportation between residence and place of employment)

a. The Secretary of the Army has approved domicile-to-duty (DTD) for this command. This approval must be renewed every 2 years. DTD is approved for personnel engaged in "field work," which is defined as official business per-

formed away from the regular duty station. DTD is authorized only for Rctg Co commanders, first sergeants, field recruiters, Army Medical Department recruiters on production, and recruiter trainers when engaged in fieldwork.

b. The Rctg Bn commander is the approving authority for DTD. He or she may delegate this authority, in writing, to the Rctg Bn executive officer or a Rctg Co commander. Army Medical Department commanders have the same authority. Blanket authority for DTD will not be issued.

(1) A commander authorizing DTD will publish written instructions relative to operator responsibility, vehicle security, and other guidelines regarding the geographical area of operations.

(2) DTD will not be extended to an individual solely for the purpose of commuting.

(3) The operator must be in uniform when operating a GOV. However, commanders may grant exceptions.

(4) Commanders will use USAREC Form 896 (Commander's Domicile-to-Duty Log) (see fig 3-1) to record and control DTD travel approval.

c. This program is subject to review by the United States Army Audit Agency and will be a matter of inquiry during the course of inspections by the Inspector General and others. Commanders are advised of the necessity for continuous emphasis and followup to ensure compliance.

d. Documentation and control of DTD travel will be accomplished as follows:

(1) Vehicle operators will annotate USAREC Form 584 (Motor Vehicle Usage Record) (in Remarks column) for all GOV utilized for DTD.

(2) At the end of the month, the Rctg Co commander will review and sign all USAREC Forms 896 and forward them to the Rctg Bn vehicle manager by the 5th working day of the month. This log must be filled out whether or not any DTD was performed that month. Maintenance and disposition of USAREC Form 896 will be in accordance with AR 25-400-2 (file number 58-1f). This form will be retained for 3 years from the end of the calendar year.

3-4. Transportation of spouse and/or family members in GOV

a. The spouse of a Government employee may be transported in a GOV only when accompanying the military member or civilian employee in the GOV, the use of which has already been authorized to accomplish official business and there is space available (DOD 4500.36-R, para 2-5g). Such transportation can be provided only at no additional cost to the Government. The following rules will apply:

(1) Per diem will not be authorized for spouses.

(2) No other family members may be transported in the GOV.

(3) The Government will not pay for meals or increased room rates if TDY is involved.

(4) There will be no deviation in the route to pick up or drop off a spouse to accommodate personal business.

(5) Spouses will not operate the GOV.

(6) Commanders will ensure USAREC Form 584 is annotated to reflect the transportation of spouses in the Remarks column.

(7) Transportation of parents and/or spouses

of applicants or enlistees returning to Military Entrance Processing Stations for the purpose of counseling for Human Immunodeficiency Virus is authorized in GOV.

b. The lowest approval authority is the Rctg Co commander.

3-5. Driving after consumption of intoxicating beverage or substance

a. No person who has consumed an intoxicating beverage or controlled substance within the previous 8 hours shall operate any GOV. NOTE: This includes vehicles rented or leased at Government expense. Mandatory procedures to be followed in all cases of drunk driving are prescribed by USAREC Reg 190-3.

b. Urinalysis positive for drugs. When a soldier tests positive for drugs in a laboratory or field test, or when there is probable cause to suspect drug use, the Rctg Co commander will suspend the soldier's GOV driving privileges and immediately notify the Rctg Bn commander and vehicle manager accordingly.

c. In rare cases, the Rctg Co commander may restore GOV driving privileges for the limited purpose of enabling soldiers to attend Alcohol and Drug Abuse Prevention and Control Program counseling. This authority should only be used where, because of time or distance factors, it is not feasible to provide a Government driver. A copy of the memorandum authorizing this action will be signed by the Rctg Bn commander and maintained in the individual's drivers record until departure from the unit. Under no circumstances should the soldier be permitted to drive applicants, prospects, Delayed Entry Program members, or other third parties.

3-6. Prohibited items

The possession, use, or distribution of intoxicating beverages or controlled substances is prohibited in a GOV. While operating a GOV the driver is prohibited from eating or drinking. Smoking in a GOV is prohibited. The possession or use of firearms and ammunition are prohibited in any GOV. Prohibited weapons in a GOV include, but are not limited to, any firearm or replicas whether functional or not, knives other than a common pocketknife, switchblades, blackjacks, numchucks, martial arts weapons of any kind, and explosive or incendiary devices other than highway flares. Government weapons may be authorized with prior written permission by the Rctg Bn commander. (See USAREC Reg 600-25.) Privately owned citizens band radios, cellular telephones, and radar detectors will not be used in GOV. Only Government cellular telephones authorized by HQ USAREC will be permanently mounted in GOV with the permission of GSA. Use of such cellular telephones will not be employed by the driver while the vehicle is in motion. Exception is granted to the Golden Knights for incendiary devices and to the Army Marksmanship Team for guns as mission requires.

3-7. Credit cards and petroleum, oils, and lubricants

a. GSA uses a commercial purchase card for fuel and some maintenance and repair services. This card, your U.S. Government Fleet Services Card, is assigned by your fleet management center (FMC) specifically to your ve-

hicle and should be used only for your individual vehicle assigned.

b. The dollar threshold for card purchases of maintenance and repair services is \$100 without prior GSA maintenance control center (MCC) approval. The MCC is responsible for authorizing required maintenance and repair services for all GSA vehicles. If you need maintenance and repair services that exceed \$100, you must obtain "preapproval" from the MCC prior to charging these services on your credit card.

c. In the event of an after-hours emergency when the MCC is closed, the commercial contractor (credit card) can authorize the use of your card for purchases of emergency repair and services up to \$500. An emergency is defined as a mandatory repair or towing services requiring preauthorization when the MCC is closed.

d. All credit card purchases must relate directly to your vehicle and will not be used for purchase of personal items. Unauthorized card purchases may subject the user to criminal prosecution or other disciplinary action.

e. Fuel purchases are for "unleaded self-service gasoline" only, offering the lowest price, except when the vehicle requires a specific type of fuel approved by the FMC manager. The FMC manager must approve the use of premium grade fuel.

f. Alternate fuel vehicles (AFV) must be fueled with the appropriate alternate fuel when practical. Some AFV require special oil and the use of any other type of oil may cause extensive damage to the engine.

g. The U.S. Government Fleet Service Card is accepted at many fueling stations. Make certain before fueling your vehicle that the gas station accepts your Government card.

h. In case of a lost or misplaced credit card, the vehicle operator will immediately notify his or her headquarters by telephone and submit a written statement setting forth the circumstances surrounding the loss or misplacement of the card. This will be maintained with the vehicle record until the vehicle is turned in. It is the responsibility of each operator of a GOV to safeguard the credit card against theft and misuse. In this regard, persons operating the vehicle are advised that the card must be removed when the vehicle is left unattended or when the vehicle is left at a commercial garage for service.

i. If a service station does not accept the Government credit card for your vehicle and the vehicle has already been filled, pay cash or use some other credit card. Get a receipt from the vendor (make sure the tag number is on it). Submit an SF 1164 to your local Defense Finance and Accounting Service.

j. Commanders will initiate an investigation for all reported unauthorized credit card purchases, unreported vehicle damages, and missing vehicle equipment to determine if negligence was the proximate cause for the damage or loss. If negligence is determined to have caused the damage or loss, actions under the provisions of AR 735-5 will be initiated. Unauthorized credit card purchases by soldiers may be punishable under Article 121, UCMJ.

3-8. Overnight storage

a. Maximum use will be made of free or leased

vehicle storage facilities when security is adequate to properly safeguard GOV and the storage facility is in close proximity to the USAREC facility. The facility for overnight parking will not be selected for the principle purpose of accommodating the operators. GOV parking spaces are not authorized for POV use.

b. Commanders will decide the most efficient and economical procedures for overnight storage of vehicles so that the greatest possible latitude is available to meet the numerous and varied operational requirements. The supporting Corps of Engineer district has the responsibility for leasing secure parking spaces or facilities for GOV. The Federal Property Management Regulation prohibits the leasing of facilities for POV.

c. Operators will make every effort to ensure that vehicles are parked off the streets during the night. Parking lots and garages will be utilized whenever possible to reduce the possibility of vandalism to vehicles. Vehicles will be properly secured by locking all doors and removing or placing all items of value (e.g., cameras, typewriters, clothing, and others items) out of view of passing individuals.

d. Security of GOV keys.

(1) Vehicle keys will be secured at all times during nonduty hours. Keys will be secured in a consolidated area in a locked container (e.g., file cabinet). They will be controlled and accounted for in accordance with AR 190-5, appendix d and USAREC Reg 380-4, paragraph 6-12.

(2) Individuals will not take keys or credit cards to their residences unless authorized by DTD.

3-9. Compliance with traffic laws in the operation of GOV

a. GOV operators do not have an exemption from the application of state and local traffic laws and ordinances (including parking violations) by virtue of their status as members of the military or as civilian employees of DA. Operators are responsible for payment of any tickets and/or fines imposed upon them for violation of traffic laws and ordinances and are not entitled to reimbursement for tickets and/or fines paid by them. Commanders will require vehicle operators to satisfy tickets and/or fines and will take appropriate action in the case of an offender.

b. Many municipalities tow vehicles parked in unauthorized spaces. In order to retrieve his or her vehicle, the operator must pay the towing and storage charges. Appropriated funds will not be used to pay towing charges or fees resulting from law violations by the operator of a GOV. While the recovery of impounded vehicles may possibly be accomplished through action in a District Court of the United States, the legal remedy may reflect discredit upon the military in general. Court action takes a great deal of time, has no guaranteed results, does not allow for a replacement vehicle, and does not result in forgiveness of the underlying fines by the operator. In particular, related adverse publicity can seriously damage the recruiting effort and impair the effectiveness of any recruiter whose violation of traffic laws and ordinances generates such adverse publicity.

c. Operators of GOV are personally responsible for paying all fines and/or fees incurred as

a result of GOV parking and traffic violations. Operators will maintain an accurate log of their usage of GOV on USAREC Form 584. (See fig 3-2 for instructions on the use of USAREC Form 584.) The last assigned driver of a GOV will be presumed to have been operating the GOV at the time of any parking or traffic violation. The presumption may be rebutted by a preponderance of the evidence to the contrary.

d. Operators of GOV will immediately report all GOV parking and traffic violations to their chain of command.

e. Commanders will establish local standing operating procedures (SOP) to control the use of GOV to include vehicle parking and other traffic violations. The local SOP, as a minimum, will include the following:

(1) Commanders will require operators of GOV to immediately report, through their respective chain of command all parking and/or moving violations issued to them.

(2) When a GSA vehicle has been ticketed, a suspense file will be established and followup action taken to ensure the parking ticket is paid in full within 30 days of the vehicle being cited.

(3) The Rctg Bn vehicle manager will maintain the ticket suspense file and conduct all followup actions. Every Rctg Bn will have to initiate its own particular procedure. Files will be maintained for a minimum of 3 years. One method which has proven effective is to:

(a) Contact local traffic courts to determine where data collection for tickets is maintained.

(b) Request a list of all GSA vehicles which have been ticketed (including the date and time of the ticket) or use your GSA bill and provide them a list of vehicles about which information is sought.

(c) Scan the resulting list for your vehicles.

(d) Have Rctg Co commanders perform the same function in their local areas and have them reply in writing to the program coordinator with the results.

(e) After vehicles are identified, verify primary operators using USAREC Form 584; each driver of a GOV must fill out USAREC Form 584 each time the vehicle is driven.

(f) Contact chain of command and initiate procedures for payment of these fines.

1. The SOP will state that parking tickets are the responsibility of the operator of the GOV at the time the ticket was issued.

2. The SOP will state that the operator is responsible for all towing charges and/or storage charges if the GOV is impounded due to the conduct of the operator. Use of appropriated funds to pay fines, towing charges, and/or storage fees resulting from law violations by GOV operators is not authorized.

3. All inprocessing checklists will state that vehicle operators are responsible for the payment of all fines imposed upon them for traffic and parking violations and that personnel are not entitled to reimbursement.

4. Unit outprocessing checklists will contain a memorandum requiring all GOV operators to sign a statement that, to the best of their knowledge, all known traffic, parking, or other citations have been satisfied with respect to any GOV they have driven.

f. Operators of GOV are reminded that this regulation, to include the provisions regarding payment of fines and fees, is punitive. Military

personnel who violate provisions of this regulation are subject to disciplinary action under the UCMJ and to adverse administrative actions. Civilian personnel who violate provisions of this regulation are subject to disciplinary action under applicable civil service laws and regulations.

3-10. Geographical exception travel

a. AR 58-1, chapter 2, authorizes GOV to be parked at a location other than their normal authorized location where safety and security of the vehicle is assured by such alternate parking methods. Geographical exception travel (GET) is not to be confused with mission-related DTD travel as set forth in paragraph 3-3 and will not be done for recruiter convenience.

b. Some USAREC facility locations may qualify for the GET Program. Approval authority for establishment of a GET Program is the Rctg Bn commander. Under GET, soldiers would be authorized to drive their assigned vehicles from their duty station to a Government-owned facility for secure overnight parking when such is considered to be in the best interest of the Government. Requests for GET approval must be addressed to the Rctg Bn S4 shop. The request must present documentation to show that approval is in the best interest of the Government. Specifically, the safety and/or security benefits derived must be documented. For example, instances of vandalism or potential for damage or loss of a vehicle because of the location of high-crime areas or severe weather or environmental conditions causing safety problems, would be conditions which justify consideration for approval. Furnish a copy to the Rctg Bde S4, ATTN: Fleet Manager, of all approved requests.

3-11. GSA-leased vehicles

a. The operator of a vehicle assumes full responsibility for the equipment until it is returned to the GSA FMC.

b. The GSA preventive maintenance program requires periodic inspection and servicing of all their vehicles. Inspections should be performed as directed by GSA. When repairs or services exceed \$100, telephone the MCC for the necessary arrangements for accomplishing the repairs.

c. All necessary data on GSA Form 494 (Monthly Motor Vehicle Use Record) (see fig 3-3) will be printed by GSA.

d. GSA monthly vehicle billings are prepared using the appropriate billing office address code (BOAC) for Operation and Maintenance, Army (OMA) and OMAR funded vehicles. OMA and OMAR vehicles are funded separately.

e. GSA-leased vehicles will be sub-hand receipted to the level as determined by the commander.

f. Prior to any GSA vehicle being turned in to GSA, the vehicle manager will run a local check by tag number to ensure there are no outstanding citations.

Chapter 4

Safety, Accident Prevention, and Reporting

4-1. General

Safety, accident prevention, and reporting procedures are outlined in USAREC Reg 385-2.

4-2. Requirements

Vehicle accidents and injuries are expensive. They cause personal hardship and cost the Government money for medical expenses, compensation costs, and the cost to replace or repair the damaged equipment. Adequate planning to prevent problems is essential for efficient, economical, and safe operation of the USAREC fleet. Commanders and personnel of all echelons must ensure adherence to an energetic motor vehicle safety program. Some important components of such a program are as follows:

a. Observance of recognized safety practices.

b. Investigation, reporting, and analysis of accidents to identify causes and contributing factors in accordance with AR 385-40 and USAREC Reg 385-2.

c. Perform vehicle safety inspections in accordance with paragraph 6-3a.

d. Safety awards in accordance with AR 672-74, AR 600-8-22, and USAREC Reg 385-2.

e. All personnel who drive GOV are required to receive instruction in accident avoidance. This instruction will be designed to establish and reinforce a positive attitude toward driving. Commanders will have the responsibility to ensure that all assigned personnel who drive GOV receive proper training in accident avoidance. This training will be given during initial inprocessing and the remaining 3 hours in the next 9 months in accordance with USAREC Reg 385-2, paragraph H-3b.

f. Driver training (remedial and refresher) will be conducted in accordance with AR 385-55 and USAREC Reg 385-2.

g. Mandatory use of seat belts. All occupants will wear seat belts whenever the GOV is in motion.

h. Mandatory use of headlights. Headlights will remain on at all times when GOV are being operated by USAREC personnel. As a reminder of this policy, USAREC Label 18 (Drive With Low Beam Lights On!) will be used in all GOV. This decal will be placed at the top left of the inside portion of the windshield to make it visible to the driver as a reminder.

i. Ensure operators of GOV employ a risk management process to effectively preclude unacceptable risks to the safety of personnel and property.

j. All vehicles will have a safety kit. The safety kit will contain, as a minimum, a highway warning kit and a first aid kit. The first aid kit should be the general-purpose type (NSN 6545-00656-1092). Units may also want to consider or include a kit that contains components such as latex gloves, mouth-to-mouth shield, etc., to protect first responders and first aid providers from bodily fluids, such as blood. In geographical locations where recruiters have the potential for driving in extreme or adverse weather conditions (hot or cold), commanders may consider purchasing additional items, such as, blankets, a small shovel, flashlights, and extra water. This is not all-inclusive.

NOTE: All items will be sub-hand receipted.

k. DA Form 285-AB-R (U.S. Army Abbreviated Ground Accident Report (AGAR)) cannot be used in the process to hold vehicle operators personally liable for damage to GOV in accordance with AR 385-40. All personnel are

responsible for becoming thoroughly familiar with accident reporting procedures.

l. Accident Control Center is at one location. You can reach the Accident Control Center from 7 a.m. until 4:30 p.m. (eastern standard time) at 1-888-423-6848 for assistance. All accidents must be reported within 24 hours to GSA. The Vehicle Operations Manual and Accident Reporting Kit, containing all forms, is located inside the glove box.

Chapter 5

Equipment Operator's Qualification Record

5-1. Licensing of vehicle operators

a. HQ USAREC has been granted an exception to AR 600-55, paragraph 4-1c. This exception allows drivers to operate GOV with a valid state drivers license for nontactical-wheeled vehicles with a gross weight of less than 10,000 pounds.

b. Commanders will check each individual's state drivers license annually and forward a photo copy of each license to the vehicle manager who will keep a copy on file until the license is renewed.

5-2. Equipment operator's qualification record

The requirement to maintain DA Form 348 (Equipment Operator's Qualification Record (Except Aircraft)) (see fig 5-1) for vehicle operators has not changed and will be maintained in accordance with regulatory requirements. Vehicle operators will date and sign the back of DA Form 348. This is to inform the operator's supervisor that all entries have been verified and are correct in accordance with the provisions of AR 600-55.

a. Vehicle managers will ensure that DA Form 348 is maintained with the current operator's information. Required information will include the following: All training, accidents, driver's awards, and annual review.

b. Operators are required to report all GOV violations (parking, speeding, etc.) and accidents within 24 hours to their chain of command and to the Rctg Bn fleet manager.

Chapter 6

Maintenance

6-1. General

Assigned GOV will be maintained in a safe and serviceable operating condition during their normal service life with maintenance program supported and directed by GSA.

6-2. Responsibilities

Commanders at all echelons are responsible for the discharge of maintenance responsibilities contained in GSA policy. Commanders will establish an effective preventive maintenance program as directed by GSA. Assigned vehicle drivers are responsible for all vehicle maintenance to include oil changes, services, etc. This program will include a vehicle rotation plan to provide extension of vehicle life expectancies as outlined in appendix B.

6-3. Inspections

a. Vehicle operators will perform daily vehicle inspections and service checks (i.e., before,

during, and after use). A copy of USAREC Form 889 (Vehicle Inspection and Service Checklist) (see fig 6-1) will be maintained in each vehicle logbook for a guide. In addition, USAREC Form 889 will be used for the purpose of annual inspections of all assigned vehicles.

b. Upon completion of the daily vehicle inspection and service checks, if deficiencies are found, note in the Remarks column of USAREC Form 584.

6-4. GSA vehicle maintenance policy

GSA has established a "national linked" MCC across the Nation with one telephone number to call, 1-(888)-622-6344. These MCC are staffed by trained automotive technicians whose mission is to analyze and authorize maintenance and repairs, and maintain quality and service oversight with respect to repair and service vendors. In emergencies, operators should contact their vehicle managers or call direct when vehicle managers are not available. Repairs under \$100 do not require MCC approval except for tires, which regardless of price, must be authorized by the MCC prior to purchasing.

6-5. Modification or conversion of vehicles

a. Modification of GSA vehicles will not be performed without approval.

b. Requests for modification will be submitted by Rctg Bdes to the RS Bde (RCRS-LSC-ST) in memorandum format and will include as a minimum the following:

- (1) GSA and FMC approval.
- (2) Detailed description and drawings or photographs (if applicable).
- (3) Estimated cost, to include all parts and any contractual expenditure.
- (4) Complete justification of the proposed change.
- (5) Statement as to the source of funds to defray costs involved.

c. No USAREC vehicle decals (door, bumper, or magnetic) will be affixed to GSA vehicles assigned to this command without RS Bde and GSA approval.

Chapter 7

Cost Accounting and Management Reporting

7-1. Agency report of motor vehicles (Army-owned)

AR 58-1, chapter 12, prescribes this annual report to provide uniform cost accounting and management of Army-owned vehicles. SF 82 (Agency Report of Motor Vehicle Data) will be used to report operation and maintenance cost of Army-owned vehicles. The United States Army Recruiting Support Battalion will ensure the timely submission of report data due to RS Bde (RCRS-LSC-ST) not later than the 15th working day of the next fiscal year.

Chapter 8

Responsibilities and Reporting Procedures

8-1. Purpose

To establish specific standardized responsibilities and duties for all personnel in maintaining administrative control of GSA vehicle usage data.

8-2. Policy

GSA vehicle mileage and fuel consumption data (including loaner vehicles) will be reported by calendar month utilizing USAREC Form 584.

8-3. Responsibilities

a. Rctg Bn commanders will:

- (1) Monitor the overall vehicle program.
- (2) Provide command support to ensure the effectiveness of the program.

b. Rctg Co commanders will monitor the vehicle program to ensure:

(1) Vehicle operators complete USAREC Form 584 at the end of the month and initiate a new form with the previous month's ending mileage brought forward.

(2) USAREC Form 584 is forwarded to the Rctg Bn S4, ATTN: Vehicle Manager, no later than the 5th workday of each month. Rctg Bn vehicle managers will forward monthly the USAREC Forms 584 data to the Rctg Bde fleet managers (in accordance with local Rctg Bde policy).

(3) Vehicle number, odometer reading, and date are telephonically reported (within 24 hours) to the Rctg Bn vehicle manager when any vehicle has been turned in locally for accident or maintenance repair.

(4) USAREC Form 584 is initiated when GSA loaner (dispatch) vehicles are acquired for use while assigned vehicles are being repaired.

(5) Loaner (dispatch) vehicles are turned in on the same day assigned vehicles are repaired and ready for pickup and USAREC Form 584 is closed out.

(6) Rctg Bn vehicle managers are notified when vehicles are rotated between RA and USAR personnel to have appropriate BOAC changed.

c. Rctg Bn vehicle managers will:

(1) Ensure the following information be submitted pertaining to USAREC Form 584 data in a timely manner:

- (a) Ending mileage.
- (b) Total fuel (gallons).

(2) Verify all GSA bill charges (GSA Form 2529 (Interagency Motor Pool Detail Billing Report)).

(3) When placing newly assigned GSA vehicles (loaner and dispatch included) into service, vehicle managers will:

(a) Ensure correct BOAC for billing. Check the odometer reading and accessories on vehicles being picked up against GSA Form 1152 (FMS Vehicle Assignment/Termination Transaction) (see fig 8-1) for discrepancies. Request on-the-spot corrections from the GSA service representative.

(b) Initiate USAREC Form 584 to reflect the beginning mileage as it appears on GSA Form 1152 and disposition instructions will be maintained in accordance with AR 25-400-2 under file number 58-1f.

(4) When taking GSA assigned vehicles (loaner and dispatch included) out of service, vehicle managers will:

(a) Inspect thoroughly for abuse and unreported damage before accepting from assigned drivers. When damage is noted, initiate a report of survey before turning vehicle in to GSA.

NOTE: After receiving estimates for repair, coordinate with GSA for confirmed bid.

(b) Report the ending mileage odometer

reading on the vehicle to the GSA representative at the GSA turn-in point and ensure that the appropriate GSA form reflects the correct mileage before departing GSA.

(c) Close out USAREC Form 584 to reflect the ending odometer reading as it appears on GSA Form 1152.

(d) Annotate the ending mileage reading for each vehicle assigned from the USAREC Form 584 onto the GSA Form 494 at the end of the month or use the "Mileage Express" GSA method utilizing the internet for posting ending mileage. Contact your FMC manager for details. Mileage for vehicles with damaged or broken odometers will be estimated using the following formula: Total previous quarter miles driven, divided by 3 months, divide answer by 30 days, multiply answer by the number of days used, equals miles driven to be added to previous reporting month ending mileage; total is to be reported at the end of the month on GSA Form 494.

(e) Notify GSA when vehicles are rotated between RA and USAR components to have BOAC changed to ensure appropriate billing.

(f) Upon receipt of the GSA bill (GSA Form 789 (Statement, Voucher, and Schedule of Withdrawals and Credits) and GSA Form 2529), verify the appropriate BOAC, vehicle numbers, ending mileage, and appropriate month for which charges are being billed on the GSA Form 2529 against information reported to GSA for the same period on GSA Form 494. Check each line entry for accuracy. Note any erroneous vehicle entries with an asterisk (*) on the GSA Form 2529. If discrepancies are found, fill out USAREC FL 161 (Discrepancy in GSA Vehicle Billing) (see fig 8-2) and submit to GSA requesting the following actions:

1. Verification of discrepancies enclosed.
2. Reimbursement for each overcharge or erroneous vehicle billing listed.
3. Bill Rctg Bn immediately for any unbilled charges.
4. Repeat the above procedures when adjustments have not been corrected within 30 days.

(g) Forward the monthly GSA bill to budget for payment.

(h) Provide your Rctg Bde fleet manager with a copy of your GSA bill certified not later than the 20th of each month.

(i) Provide monthly AFV data by type (i.e., number of vehicles by type, for example 10 compressed natural gas, 15 bifuel, etc.).

d. Rctg Bde fleet managers will:

(1) Monitor overall vehicle program effectiveness.

(2) Provide a copy of the Rctg Bns' projected vehicle cost billings to the comptroller's office upon request.

(3) Assist Rctg Bn vehicle managers.

(4) Provide monthly updates to USAREC fleet manager upon request.

(5) Provide monthly, vehicle count by OMA and OMAR, fuel usage, and AFV data to RS Bde (RCRS-LSC-ST), not later than the 20th of each month.

e. HQ USAREC vehicle fleet manager will:

(1) Establish and maintain liaison with GSA Washington and subordinate regions.

(2) Monitor overall effectiveness of the USAREC fleet operations.

(3) Monitor GSA rates and report changes to the command.

(4) Provide updates and guidance to the command.

Chapter 9 Administration

9-1. General

a. Other forms that are used in the GSA bill process include:

(1) GSA Form 1152. It will be used to verify accessory charges for assigned vehicles. These vehicles are identified on the GSA monthly bill under the sales code column and are coded as indicated here:

- (a) A1 - Assigned standard.
- (b) D1 - Dispatched vehicle.
- (c) D2 - Dispatched rental.
- (d) AS - Substitute vehicle (no service cost fees).

(2) GSA Form 2556 (Miscellaneous Charges and Adjustment Transactions). It will be used to verify accidents and the miscellaneous maintenance charges, and are identified on the GSA monthly bill as follows:

- (a) V2 - Vehicle restoration.
- (b) V3 - Accident repair.
- (c) V4 - Accident loss.
- (d) V5 - Accident incident.
- (e) X1 - Miscellaneous service.
- (f) X2 - Miscellaneous labor.

b. Documents will be filed upon certification of the GSA billing as indicated:

(1) GSA Form 494, GSA Form 2556, and a copy of the validated GSA Form 789 and GSA Form 2529 billing will be filed together for each month under file number 58-1i.

(2) GSA Form 1152 will be in each vehicle folder under file number 58-1q.

are used to determine the number of vehicles eligible under the Energy Policy Act. AFV are vehicles that are capable of operating on alternative fuels such as methanol, denatured ethanol, and other alcohols; mixtures containing 85 percent or more (or such percentage, but not less than 70 percent, to provide requirement relating to cold start, safety, or vehicle functions) by volume of methanol, denatured ethanol, and other alcohols with gasoline or other fuels, natural gas; liquefied petroleum gas; hydrogen; coal-derived liquid fuels; fuels (other than alcohols) derived from biological materials; electricity (including electricity from solar energy); and any other fuel that is substantially not petroleum and would yield substantial energy security benefits and substantial environmental benefits. USAREC personnel driving AFV will use the nearest alternative fuel refueling stations.

Chapter 10 Parking

10-1. General

a. GOV are the only authorized vehicles that may park in designated parking spaces provided by the Corps of Engineers at our leased facilities. POV may not use spaces specifically allocated for Government vehicles since this is in violation of facility leasing contracts.

b. USAREC does not provide POV parking to employees. The basic policy of the Government has always been that it is the responsibility of employees to furnish their own transportation to and from the workplace and pay for their own parking.

Chapter 11 AFV

11-1. General

The Energy Policy Act requires that 75 percent of all eligible vehicles acquired or leased within a fiscal year be AFV. This requirement includes vehicles leased from commercial rental agencies. Headquarters, Department of the Army, Deputy Chief of Staff for Logistics, determines the Army-wide percentage of vehicles that fall outside of the metropolitan statistical area for determining AFV requirements and other exception provisions for the purpose of compliance with the Act. Metropolitan statistical areas

[illegible]

MOTOR VEHICLE USAGE RECORD (For use of this form see USAREC Reg 56-1)						
GSA TAG #	MONTHLY START MILEAGE:		RSID	SIGNATURE OF REVIEWER (STATION COMMANDER)	PRINT: SIGN:	
DATE (YYMMDD)	TIME OUT	TIME IN		NAME OF OPERATOR (PRINT AND SIGN)	ENDING MILEAGE	FUEL
						REMARKS
Enter GSA tag number			Enter RSID			Reviewer will sign
			Enter last month's ending mileage			Print name of reviewer
	Enter time when you return to the office					Use for entering destination, DTD, repairs on vehicle, adding oil, etc.
Enter year, month, and day	Enter time when you get into your vehicle (departure time)			Print your name on top line and sign your name on bottom line	Enter fuel gallons	
					Enter ending mileage	

NOTE: If only one assigned driver, one entry is required per day; however, his or her destinations are required in Remarks column. If the vehicle is used by more than one driver per day, every assigned driver must complete.

Figure 3-2. Sample of a USAREC Form 584

MONTHLY MOTOR VEHICLE USE RECORD B001

Customer # ► 04-12-01-21412M-001

FUND CODE	ACCT # 1	ACCT # 2	VEH CLASS	TAG NO	ODOMETER READING (Excluding Tenths)
	0		G 1 0	56533	20944
	0		G 1 3	18757	25737
	0		G 1 3	18768	12894
	0		G 4 1	19576	20206
	0		G 4 1	19577	20951
	0		G 4 1	19597	17620
	0		G 4 1	36096	1109
	0		G 4 2	64448	23113
	0		G 4 2	74932	19265
	0		G 4 2	77773	11618
DATE PRINTED 10-01-98	SIGNATURE FOR CUSTOMER AGENCY <i>James C. Paszek</i>			TELEPHONE NO. 502-626-0289	DATE 13 Oct 98

GSA INTERAGENCY FLEET MANAGEMENT SYSTEM

GSA FORM 494 (REV. 9 - 98)

Figure 3-3. Sample of a completed GSA Form 494

NAME (<i>Last, first, initial</i>) AND SERVICE NUMBER Doe, John D. 427-77-8888 POB: Milwaukee, Wisconsin				PERMIT (<i>Initial</i>)		
				NUMBER		DATE ISSUED
				TYPE Army Standard		LIMITATIONS (<i>Physical or operational</i>) None
SEX Male	DATE OF BIRTH 7 Jan 1955	COLOR HAIR Red	COLOR EYES Blue	HEIGHT 5' 3"	WEIGHT 125	POSITION TITLE (<i>If civilian</i>) NA

SECTION I - OFFICIAL QUALIFICATIONS					
TYPE OF EQUIPMENT	SIZE	SPECIAL QUALIFICATION ¹	DATE QUALIFIED	QUALIFIED AT	NAME OF EXAMINER
Sedan	5 x 8 pass	None	23 Nov 1996	Chicago Rctg Bn	Truckmaster
Carryall	15 pass	None	23 Nov 1996	Chicago Rctg Bn	Truckmaster
Truck, Cargo	1 ton	None	23 Nov 1996	Chicago Rctg Bn	Truckmaster
Truck, 4x4	1/2 ton	None	23 Nov 1996	Chicago Rctg Bn	Truckmaster

SECTION II - BACKGROUND AND EXPERIENCE					
TYPE OF EQUIPMENT	SIZE	TYPE OF DRIVING OR OPERATION ²	ADDITIONAL DRIVER'S LICENSES (<i>State or agency</i>)	NUMBER OF OTHER DRIVER'S LICENSES	SATISFACTORY EXPERIENCE VERIFIED BY
Sedan	5 x 8 pass	City/Rural			Truckmaster

¹ Special equipment, special operations or conditions
 ² City, rural, long haul, etc.

SECTION III - PERFORMANCE RECORD				
(List chronologically as "credits" - awards, training, retraining, testing, retesting, roadeos, permit renewal, relicensing, etc; and as "debits" - accidents, arrests, violations, warnings, revocations, suspensions, etc.)				
DATE	CREDITS	DEBITS	TYPE OR NATURE	ACTION TAKEN
23 Nov 1996			Review	State Drivers License #891551943
				Expiration Date: 4 Jan 2000
23 Nov 1996			Restrictions	None
23 Nov 1996			Training	Newcomers safety briefing
15 Jan 1997			Award	Drivers Badge 1st
14 Oct 1997			Award	Drivers Badge 2d
24 Nov 1997			Training	4 hrs Accident Avoidance Training

EQUIPMENT OPERATOR'S QUALIFICATION RECORD (<i>EXCEPT AIRCRAFT</i>) (AR 58-1, AR 600-55 and AR 385-55)				
--	--	--	--	--

DA FORM 348, OCT 64

REPLACES DA FORM 348, 1 AUG 60, WHICH WILL BE USED,
AND DD FORM 1360 WHICH IS OBSOLETE FOR ARMY USE.

(Extract from personnel file to
maintain at operating level.)

USAPA V1.01

Figure 5-1. Sample of a completed DA Form 348

(For use of this form see USAREC Reg 56-1)

(For use of this form see USAREC Reg 56-1)

USAREC Fm 889, Rev 1 Jan 95 (Previous editions are obsolete)

Figure 6-1. Sample of a completed USAREC Form 889

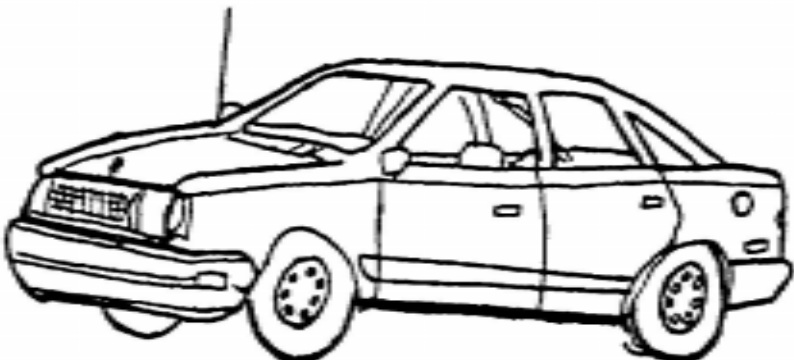

CONDITION	
VIEW 1	VIEW 2
REMARKS: <u>None</u> <hr/> <hr/> <hr/> <hr/> <hr/>	REMARKS: <u>None</u> <hr/> <hr/> <hr/> <hr/> <hr/>
Interior: _____	
View 1: <div style="text-align: center; height: 200px;">  </div>	View 2: <div style="text-align: center; height: 200px;">  </div>
Signature of Vehicle Inspector: <u> /signed/ </u>	

Figure 6-1. Sample of a completed USAREC Form 889 (Continued)

11/23/1999

G S A F O R M 1 1 5 2

08:35:16

V E H I C L E A S S I G N / T E R M

TAG
G13-18757

CUSTOMER
04-12-01-21412M-001

SALES CODE
A1

GARAGED ZIP
40121

FC ACCT 1
0

ACCT 2

INITIAL ASSIGNMENT DATE BEGINNING MILEAGE
10/02/1998 17229

TERMINATION ASSIGNMENT DATE ENDING MILEAGE
11/22/1999 27460

STATUTORY INSPECTION SCHEDULE

JAN FEB MAR APR MAY JUNE JULY AUG SEPT OCT NOV DEC

VEHICLE DESCRIPTION

YR:1997 MF:03 MODEL:NEON

ACCESSORIES:

RENTAL RATEMO: 146.00 DAY: 10.22 MI: 0.090 UNIQUE:[]

CREDIT CARD NO: 0036791382 VEHICLE KEY NUMBERS:1st L0516 2nd N/A

EQUIPMENT CHECKED HAS

BEEN ISSUED WITH VEHICLE: JACK: *P* SPARE TIRE&WHEEL *P* TIRE WRENCH *P* TIRE CHAINS *P*

MOTOR VEHICLE PACKET *P* US GOV'T CREDIT CARD *P*

TRANSACTION ENTERED BY: 4387 PHYLLIS TAYLOR

SIGNATURE FOR RECEIVING AGENCY

James C. Paszek

DATE 11-23-99

SIGNATURE FOR FMC

Phyllis Taylor

DATE 11-23-99

WAS VEHICLE RETURNED AS EQUIPPED AND ISSUED? YES [] NO []

REMARKS: REPLACED BY G12-08941

JIM PASZEK
COMMANDER US ARMY
(RCRM-LO-SV) RM 2104
3RD AVE BLDG 1307
FORT KNOX

KY 401212726

Figure 8-1. Sample of a completed GSA Form 1152



DEPARTMENT OF THE ARMY

REPLY TO
ATTENTION OF

Office Symbol

Date

MEMORANDUM FOR GSA Fleet Management Center

SUBJECT: Discrepancy in GSA Vehicle Billing

1. The GSA Vehicle Billing, GSA Form 789, dated 9/21/99, (enclosure 1) has been reviewed for payment. The following discrepancies were noted and the following information provided for corrective action.

<u>BOAC NUMBER</u>	<u>VEHICLE TAG NO.</u>	<u>BILLING DISCREPANCY/REMARKS</u>
215145	G12-23739	Wrong mileage
215145	G12-66914	New vehicle
215145	G12-67101	Wrong mileage

2. Request the above discrepancies be corrected and credits made, if applicable, in subsequent vehicle billings for this activity.

3. POC for this action is Ssg Holton,
telephone (216) 589-9704.

FOR THE COMMANDER:

Encl

/signed/
Jack L. Basche
Captain, AG
Adjutant

USAREC FL 161, 1 Nov 87

Figure 8-2. Sample of a completed USAREC FL 161

Appendix A References

Section I Related Publications

AR 25-400-2

The Modern Army Recordkeeping System (MARKS).

AR 58-1

Management, Acquisition, and Use of Motor Vehicles.

AR 71-32

Force Development and Documentation - Consolidated Policies.

AR 190-5

Motor Vehicle Traffic Supervision.

AR 385-40

Accident Reporting and Records.

AR 385-55

Prevention of Motor Vehicle Accidents.

AR 600-55

The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing).

AR 600-8-22

Military Awards.

AR 672-74

Army Accident Prevention Awards Program.

AR 735-5

Policies and Procedures for Property Accountability.

DOD 4500.36-R

Management, Acquisition, and Use of Motor Vehicles.

DOD Dir 7200.11

Liability for Government Property Lost, Damaged, or Destroyed.

UCMJ

Uniform Code of Military Justice.

USAREC Reg 37-14

Travel and Conferences.

USAREC Reg 190-3

Procedures in Drunk Driving Cases.

USAREC Reg 380-4

Security Program.

USAREC Reg 385-2

Safety Program.

USAREC Reg 570-1

Changes to Tables of Distribution and Allowances.

USAREC Reg 600-25

Prohibited and Regulated Activities.

Section II Required Forms

USAREC Form 584

Motor Vehicle Usage Record.

USAREC Form 889

Vehicle inspection and Service Checklist.

USAREC Form 896

Commander's Domicile-to-Duty Log.

USAREC FL 161

Discrepancy in GSA Vehicle Billing.

Section III Related Forms

DA Form 285-AB-R

U.S. Army Abbreviated Ground Accident Report (AGAR).

DA Form 348

Equipment Operator's Qualification Record (Except Aircraft).

DA Form 4610-R

Equipment Changes in MTOE/TDA.

DA Form 4712-R

Volunteer Agreement.

DA Form 5671-R

Parental Permission Form.

GSA Form 494

Monthly Motor Vehicle Use Record.

GSA Form 789

Statement, Voucher, and Schedule of Withdrawals and Credits.

GSA Form 1152

FMS Vehicle Assignment/Termination Transaction.

GSA Form 2529

Interagency Motor Pool Detail Billing Report.

GSA Form 2556

Miscellaneous Charges and Adjustment Transactions.

SF 82

Agency Report of Motor Vehicle Data.

SF 1164

Claim for Reimbursement for Expenditures on Official Business.

USAREC Label 18

Drive With Low Beam Lights On!

Appendix B
Rotation Plan - Transfer of Vehicles Between
High and Low Mileage Areas

B-1. GSA does not consider replacement of vehicles based on mileage alone, but on both mileage and age criteria. Therefore, it is essential that procedures be maintained to provide equalized accrual mileage and age so that timely replacements may be programmed.

B-2. There will be cases where the mileage achieved on a particular vehicle does not meet the established annual utilization standard; vehicles should be rotated so that mileage on all vehicles by type within a given command are close to the average mileage of the command. This will ensure that the replacement standards for all vehicles is achieved by the time the vehicles are eligible for replacement.

Glossary

Section I Abbreviations

AFV

alternate fuel vehicle

BOAC

billing office address code

DA

Department of the Army

DTD

domicile-to-duty

FMC

fleet management center

FSG

family support group

GET

geographical exception travel

GOV

Government-owned vehicle

GSA

General Services Administration

HQ USAREC

Headquarters, United States Army Recruiting Command

MCC

maintenance control center

OMA

Operation and Maintenance, Army

OMAR

Operation and Maintenance, Army Reserve

POV

privately-owned vehicle

RA

Regular Army

Rctg Bde

recruiting brigade

Rctg Bn

recruiting battalion

Rctg Co

recruiting company

RS

recruiting station

RS Bde

United States Army Recruiting Support Brigade

SOP

standing operating procedure

TDY

temporary duty

USAR

United States Army Reserve

USAREC

United States Army Recruiting Command

Section II Terms

blanket authority

Blanket authority for DTD will not be issued. The intent is that each approval be on a case-by-case basis. This means approval for one recruiter for one day at a time.

field work

Official business performed away from the regular duty station.

Government

Refers to the Federal Government of the United States.

Government-owned vehicle

Includes vehicles furnished or owned by the Federal Government. GOV are motor vehicles owned or leased by any department of the Federal Government.